

APPLICATION TO CONVERT A TEMPORARY OR INITIAL SCHOOL BUSINESS OFFICIAL AUTHORIZATION

Mail to: **Board of Educational Examiners, Licensure**
Grimes State Office Building
400 E. 14th St.
Des Moines, IA 50319-0147

**Board of Educational Examiners
Use Only**

Revised 6/13

PLEASE CHECK ONE (Please verify the exact type of authorization you have before completing this application):

☐ I wish to convert my Temporary Initial SBO Authorization to an Initial SBO Authorization. I have included official transcripts with this application showing an additional three credits of accounting, and Section II of this form indicating enrollment in an approved SBO program.

☐ I wish to convert my Initial SBO Authorization to a Standard SBO Authorization. I have included official transcripts with this application showing the completion of an approved SBO program and BOEE ethics program, and Section II of this form showing the completion of mentoring and fiduciary responsibility (Superintendent's signature required).

ALL APPLICANTS:

☐ I have included my \$85.00 licensure fee (payable to the Iowa Board of Educational Examiners – check or money order only).

LATE RENEWAL FEE. An additional fee of \$25 per calendar month, not to exceed \$150, shall be imposed if an application is submitted after the expiration date and the candidate is serving in the licensure capacity.

All fees are NONREFUNDABLE. Incomplete applications will be voided after 45 days. Please allow four weeks for processing.

Applicant's Folder #	Social Security #	Date of Birth Month Day Year	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name <i>Name changes require a photocopy of official legal documentation.</i>	First Name	Middle Name	Maiden Name
Address	City	State	Zip Code
Evening Phone ()	Daytime Phone ()	Email Address	

Background Information:

Attach a written explanation on 8 1/2" x 11" paper for any "Yes" response to questions "a" to "e." Be sure to include the date of the violation. DO NOT explain on this application form. If you have reported a "Yes" response on a previous application, check "PR" (previously reported) instead of "Yes" on this application if no further conviction(s) has occurred.

- a. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a felony?
- b. Yes ☐ No ☐ PR ☐ Have you ever been convicted of a crime other than parking or speeding violations?
(NOTE: Include all deferred judgments.)
- c. Yes ☐ No ☐ Do you currently have any criminal charges pending against you?
- d. Yes ☐ No ☐ PR ☐ Have you ever had a founded report of abuse made against you?
- e. Yes ☐ No ☐ PR ☐ Have you ever had an educational license denied, revoked, or suspended?
- f. Yes ☐ No ☐ Are you a United States citizen?

If you answered "No," check if you are:

- ☐ a qualified alien (as defined in 8 U.S.C.A. § 1641). If so, please provide appropriate documentation.
- ☐ an alien who is paroled into the United States under 8 U.S.C.A. § 1182(d)(5) for less than one year. If so, please provide appropriate documentation.
- ☐ a foreign national not physically present in the United States.
- ☐ other – Please provide a detailed explanation on a separate 8 1/2 x 11 sheet of paper

Statement of Fraud:

An application will be considered fraudulent, and may be denied, if it contains any false representation or omission of material fact, or if false records are submitted in support of the application.

I certify under penalty of perjury and pursuant to the laws of the state of Iowa that the preceding information is true and correct.

Signature of Applicant

Date

If you are converting from a Temporary Initial SBO to an Initial SBO, please complete this section:

SECTION II: To be completed by the SBO program administrator.

- ☐ This School Business Official has enrolled in an approved SBO program.

SBO program start date

SBO program estimated completion date

SBO program administrator signature

Date

SBO program administrator printed name

If you are converting from an Initial SBO to a Standard SBO, please complete this section:

SECTION II: To be completed by your Iowa school superintendent and SBO program administrator.

- ☐ The School Business Official has completed a mentoring and induction program and has demonstrated fiduciary responsibility to the taxpayer.

SBO Experience From (month) _____ 20____ Until (month) _____ 20____

Superintendent's Signature

#

Folder Number

Date

- ☐ This School Business Official has completed an approved SBO program.

SBO program administrator signature

Date

SBO program administrator printed name